

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

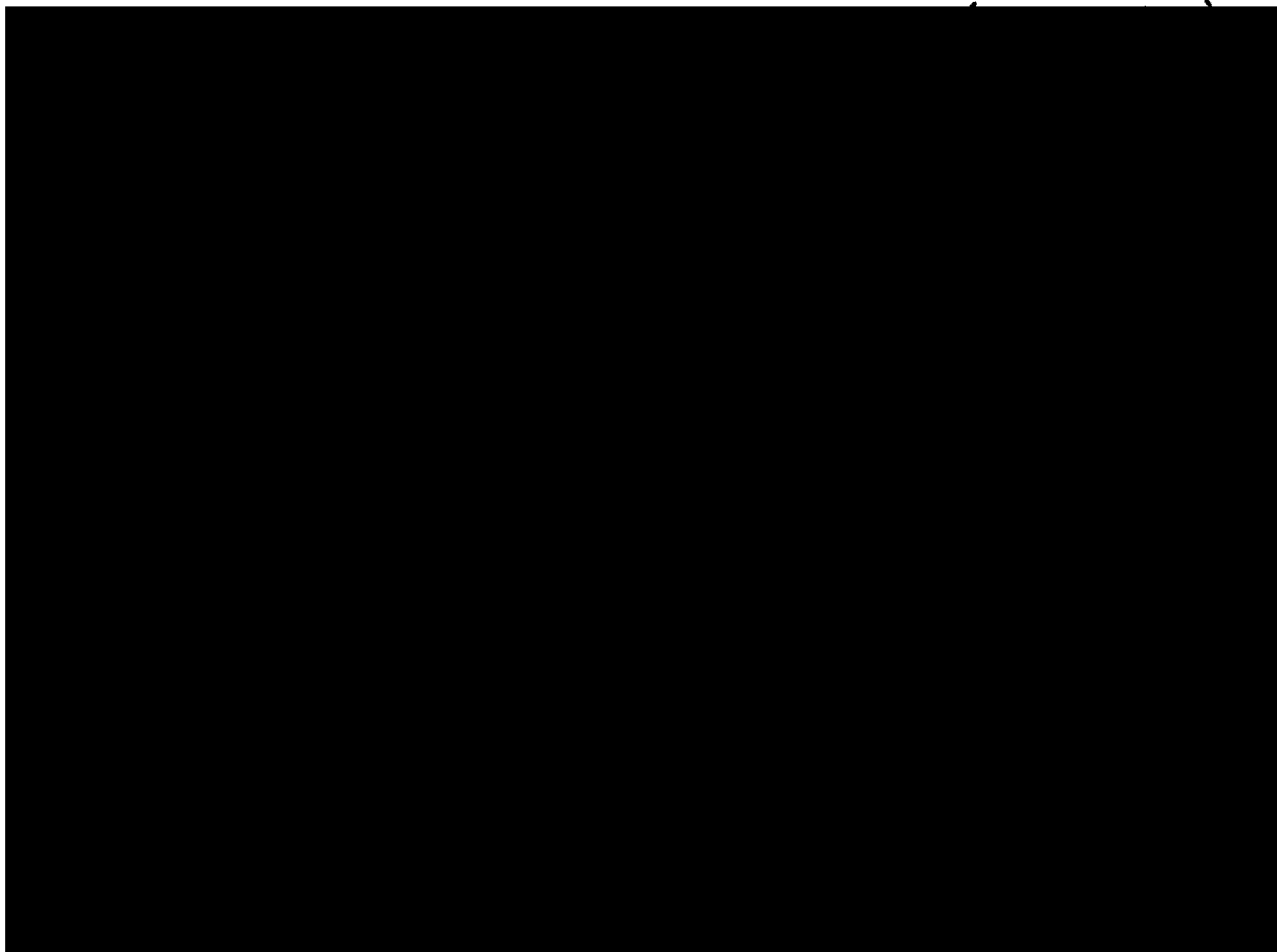
DATE: 21 January 1954

FROM : Chief, Transportation Division

SUBJECT: Weekly Activity Report

1. GENERAL

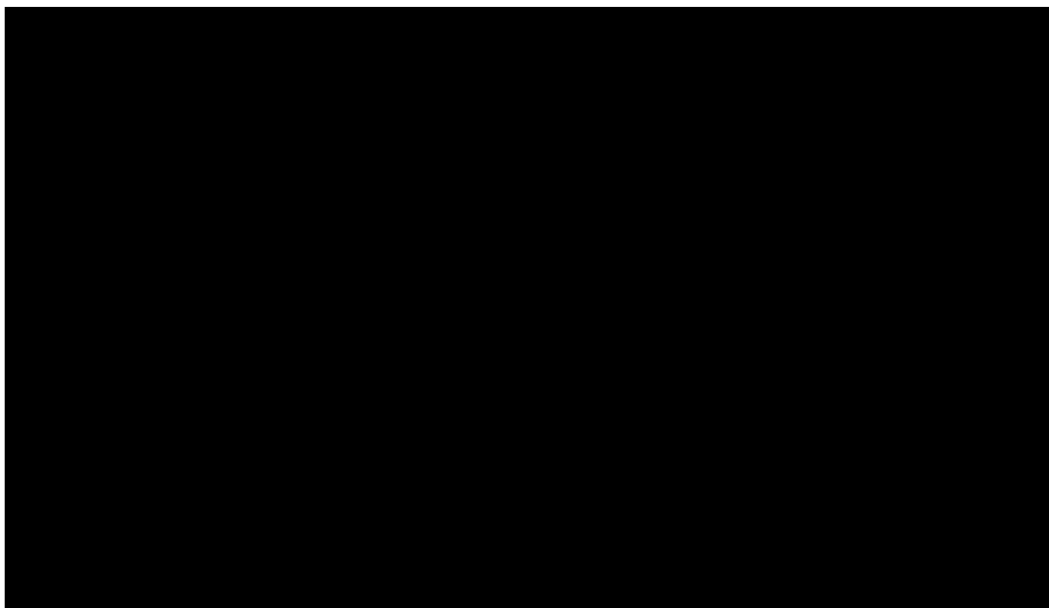
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b. Regulations (continued item)

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(1) Proposed Regulation [REDACTED], Travel and Shipment of Personal Effects under [REDACTED] Cover, was submitted to the Chief of Logistics for transmittal to the Regulations Control Staff for formal coordination. Formal concurrence in

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(2) Progress continues on other regulations for which the Transportation Division is responsible.

3. OTHER ITEMS OF INTEREST

a. Personal Property Shipments (new item - completed)

- (1) Number of incoming personal property shipments: 36
- (2) Number of incoming privately-owned automobiles: 2
- (3) Number of outgoing personal property shipments: 6
- (4) Number of outgoing privately-owned automobiles: 8

b. Truck Operations and Other Highway Activities (new item - completed)

- (1) Number of trips:
 - (a) Local - - - 50
 - (b) Out-of-town - - 3

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(Two truck trips were [redacted] and one truck trip to [redacted] total of 35,586 pounds.) *18 tons*

- (2) Total truck mileage: 7,198 miles.

(3) There were no Agency vehicles processed for overseas shipment.

c. Cargo Shipments (new item - completed)

<u>Mode</u>	<u>No. Shipments</u>	<u>Weight</u>
Via Air	14	5,245 lbs. <i>26 tons</i>
Via Surface	44	21,741 lbs. <i>11 tons</i>
Total	58	26,986 lbs.

d. Administration (new item - completed)

- (1) Incoming correspondence: 762
- (2) Outgoing correspondence: 120
- (3) Incoming cables: 99
- (4) Outgoing cables: 75

e. Strike of Longshoremen (completed item)

Labor relationships remain very tense, however, it appears that serious trouble may be avoided. [REDACTED] continue to handle shipments.

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f. Comments on Proposed Legislation Affecting Movement of Household Goods and Privately-Owned Automobiles (new item - completed)

Representatives of the Transportation Division and the Logistics Office were requested by a representative of the Office of General Counsel [REDACTED] to meet with him for the purpose of discussing a proposed bill to amend Public Law 600. The proposed bill, among other things, contained repeal of the authority of the Director of Central Intelligence, as contained in the Central Intelligence Agency Act of 1949, to establish weight limitations for the shipment of household goods and personal effects of Agency employees. It substituted, in lieu thereof, weight limitation for shipments to overseas areas of 10,000 pounds uncrated or 14,000 pounds crated for all employees regardless of General Schedule rating. The proposed bill also contained provisions for repealing the authority of the Director of Central Intelligence to authorize payment of the cost of transporting privately-owned automobiles of Agency employees. The representatives of the Transportation Division and the Logistics Office pointed out that in the viewpoint of the Logistics Office, there was no objection to the 14,000 pounds gross weight limitation for shipment of household goods and personal effects, but recommended that DD/P be contacted since it was felt that that component would be most affected by such reductions of weight limitations. It was also recommended that the previous authority of the Director of Central Intelligence to authorize payment of costs of transportation of privately-owned vehicles be left unchanged, but that in the event the authority for shipment of automobiles had to be limited in some manner, that the Director be permitted to retain authority to authorize shipment when such was in the interest of the U. S. Government. [REDACTED] contacted the Transportation Division the following day and stated that he and Mr. Houston (Office of General Counsel) felt that they had been successful in their presentation to the Bureau of the Budget and felt that the recommendations submitted by CIA would be approved.

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g. Suggestions Regarding Vehicular Support at Agency Headquarters
(new item - completed)

The Chief of Logistics recently suggested that investigation be made as to the feasibility of having radios in vehicles cut off while passengers were in the vehicle. Instructions to this effect have been issued to chauffeurs who drive vehicles for certain officials mentioned in memorandum for record, dated 30 December 1953, which included the oral instructions from the DDCI as to procedure to be followed for the operation of certain vehicles. Informal information received from a Motorola jobber reveals that it is harmful to the radio sets to turn them on and off, and he recommended against it. This will be gone into further with Agency communications personnel to develop the extent of harm. Some problems have been encountered with respect to the recent change in motor pool operations. Since personnel of the Transportation Division seldom have an opportunity to actually use chauffeur-driven vehicles, suggestions which might result in improving motor pool service are encouraged and will be appreciated from those (especially Logistics Office personnel) who have occasion to use Motor Pool vehicles

h. Move of Communications Installation [REDACTED]
(new item - completed)

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The move of materiel and equipment for the Office of Communications to the [REDACTED] was completed on 19 January 1954. Nine (9) truckloads were moved on 16 January; one (1) truckload moved on 18 January and the final two (2) truckloads moved from [REDACTED] on 19 January 1954.

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Twelve trucks and twelve drivers were used in the entire move, and the approximate weight moved was 101,000 pounds.

The nine drivers used in the Saturday (16 January 1954) movement were all on an overtime status. Eight drivers worked twelve hours each and one driver worked nine hours, for a total of 105 hours overtime. There was no overtime involved in the moves on 18 and 19 January 1954.

i. Proposed Move of the Transportation Division (new item - continued)

Advice was received by the Transportation Division on 12 January from the General Service Office that the space in "I" Building presently occupied by the Transportation Division, must be vacated within the very near future. It is understood that the portion of Transportation Division now in Building I will be moved to Alcott Hall temporarily, with the long-range plan of moving into quarters Eye when some components not assigned to Logistics Office occupying space in Quarters Eye may be moved elsewhere.

j. Motor Vehicle Support (new item - completed)

(1) Change in hours of chauffeurs. To have sufficient chauffeurs on duty at certain hours, action has been taken to bring two additional chauffeurs on duty at 0745 hours, thereby making their tour from 0745 to 1650 and to have four chauffeurs on duty from 1800, thereby making their tour from 0930 to 1800 hours.

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(2) Transporting Agency personnel from the garage to [redacted] Arrangements have been made to provide vehicles from the Motor Pool to be driven by Commo personnel daily from the Garage [redacted]. This arrangement is entirely satisfactory to Commo. It is anticipated that the existing arrangement will not exceed three months. If it develops that the existing arrangements are still desired to extend beyond three months, the Transportation Division will take action to check into the situation to determine the implications and make appropriate recommendations in connection therewith.

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(3) Request from Commo for Station Wagon for use [redacted]. In connection with the Commo request to provide a station wagon for use at [redacted], a station wagon is included in the vehicles being provided to transport Commo personnel daily from the Motor Pool [redacted] and return. This station wagon is utilized by Commo during the day [redacted] which is entirely satisfactory to all concerned. Informal investigation with reference to the requirements for a station wagon for Commo [redacted] permanently reveals that a replacement for a station wagon formerly used at [redacted] will become available for use by Commo personnel [redacted] within the next few months, which will eliminate the requirements for the purchase of an extra station wagon for specific use [redacted].

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(4) Buick Vehicle Assigned to the Motor Pool for use, when needed by the DD/A:

This vehicle (the same vehicle which was formerly assigned to the office of the DD/A prior to 4 January 1954) will be placed in maintenance on the afternoon of 20 January. This has been cleared with [redacted] Secretary to the DD/A, in accordance with oral instructions issued by the DDCI as to the procedure to be followed with certain vehicles. (These instructions are included in a Memorandum for Record, dated 30 December 1953, by the Chief, Transportation Division).

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(5) Pontiac Vehicle assigned to the Motor Pool for use, when needed, by DD/P:

The 1951 Pontiac formerly assigned to the DD/P prior to 4 January 1954 does not have a radio installed in it at this time. This vehicle has slightly over 16,000 miles on it. An identical 1951 Pontiac with a radio installed in it was substituted for the 1951 Pontiac formerly assigned to the DD/P. It is necessary to have a radio in the vehicle to operate the vehicle in accordance with the instructions issued by the DDCI. This identical vehicle has slightly over 15,000 miles on it. The license plates on the vehicle formerly assigned were changed and placed on the substitute Pontiac. The firm of [redacted], who performs certain maintenance work on Agency vehicles does not have the conversion kit required to install a high powered generator required to operate the radio. It is estimated that it will be approximately two weeks before the conversion kit is available. As soon as it is feasible to have the radio installed in the Pontiac formerly used by the DD/P, this vehicle will be assigned to Chauffeur [redacted] instead of the substitute vehicle.

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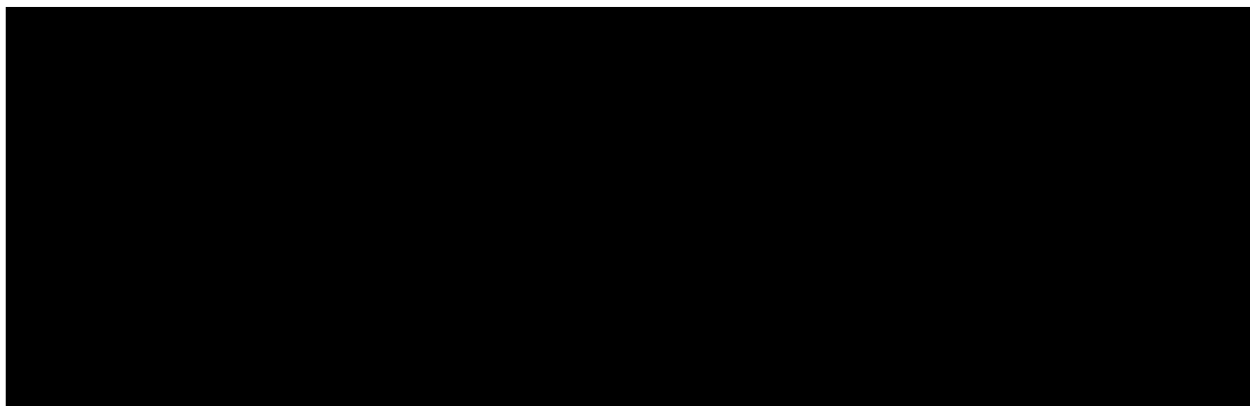
k. Logistics Support Course (new item - completed)

In view of requirement that personnel must complete the Logistics

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Support Course prior to being eligible to fill overseas Logistics slots, an informal request has been made to the Logistics Office Training Officer that the Transportation Division be given a quota of one for each class until further notification.

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4. SPECIAL PROBLEMS

a. Storage of Three Truck-Tractors for Office of Communications (new item - completed)

A request for the storage of three truck-tractors was received from the Chief, Engineering Division, Office of Communications. Arrangements are being made to store these truck-tractors at the [REDACTED] Garage, in accordance with the request. The Office of Communications furnished information that three trailers with which the three truck-tractors are associated will be stored in the [REDACTED], near [REDACTED], for power availability to operate dehumidifiers. It is pointed out that storage is not a function assigned to the Transportation Division but since there seems to be no suitable inside storage space available for the storage of these and other Agency vehicles in the Metropolitan area, arrangements are being made to make storage space available. Another factor which will have a definite bearing on availability of storage space for vehicles in the vicinity of the [REDACTED] Garage in the near future, is the expiration of the present lease of the [REDACTED] and surrounding ground on 30 June 1954. A representative of this division has contacted a representative of the Real Estate and Construction Division, L.O., and requested that this division be informed as soon as possible as to the action contemplated in connection with the expiration of the lease on the [REDACTED] and surrounding ground. At the present time, the second floor of the [REDACTED] Garage and the area adjacent to the [REDACTED] are being used for the storage of vehicles. If the new lease does not include the area adjacent to the [REDACTED], which is presently being used for outside storage of vehicles, other arrangements will have to be made for such storage space. Appropriate action will be taken by this division when further information is received from Real Estate and Construction Division regarding the new lease.

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b. Waiting Room for Chauffeurs and Assigned Parking Spaces for Vehicles (continued item)

It has been determined by higher authority that waiting rooms for the chauffeurs should be provided. When setting up the plan to provide a service from the Motor Pool, it was decided that a better service and a more efficient and economical method of providing a prompt service could be obtained if certain vehicles were placed in the vicinity of Quarters Eye and in the vicinity of Building "I". Two basic problems have resulted therefrom, namely:

- a. Office space
- b. Parking space for the official vehicles.

With reference to the vicinity of Quarters Eye, office space has been obtained but the parking space for the official vehicles when a chauffeur is not in the vehicle is still a problem.

With reference to the location in the vicinity of Building "I", efforts so far have been unsuccessful in obtaining office space or parking space when chauffeurs are not in the vehicles.

Further action in this connection will be taken at the earliest practicable date and in the event office space or parking space cannot be obtained, these vehicles will be operated from the Q Building Motor Pool.

5. MAJOR OBJECTIVES

All major objectives of the Transportation Division for the second quarter of the fiscal year 1954 have been attained with the exception of the following:

"Preparation of necessary regulations for the control of transportation of things and travel."

Since this is necessarily a long-range objective, it will be continued as an objective for the balance of fiscal year 1954.

The following is a list of new objectives for the Transportation Division for the balance of the current fiscal year:

a. Preparation of necessary regulations for the control of transportation of things and travel.

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b. Determination of feasibility of using commercial carriers to a greater extent for the shipment of general cargo from the [REDACTED] to East Coast destinations.

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c. Determination of the responsibilities of the Transportation Division in connection with claims for loss or damage to personal property while in transit.

d. A study to determine the reports and records required in the Transportation Division to properly discharge staff responsibilities of the Transportation Division in connection with the operation, management and maintenance of administrative vehicles.

e. Development of procedure for furnishing improved motor vehicular support at Agency Headquarters.

f. A study of letters of request to the Departments of Defense and commercial concerns involving transportation arrangements which are prepared in and submitted by other divisions of the Logistics Office.

g. Review Transportation Division Organization and Functions and submission of changes considered appropriate.

h. Development of proposed procedures to cover the flow of documents in connection with Letter Order purchases and shipments through 

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The initial report on percentage of completion of these objectives will be included in the Weekly Activity Report for next week.

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